

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible and specialized fire department positions, the major responsibility of which is assisting in the observation, evaluation, documentation, and implementation of fire training and safety procedures for the fire department operations. The Fire Training and Safety Officers are responsible for assisting in the development of related programs and activities, conducting classes for departmental employees and providing related information to the public. The employees of this class have no direct supervision over fire department personnel; however, the incumbents perform functional supervision over departmental employees as it relates to safety procedures and during training. The employees of this class work with some supervision, having the authority to work independently in most areas, and reporting to and having work reviewed by the Chief of Administration, except in Incident Command Situations.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and provides for employee training at all levels to meet the needs of the department. Assists in the development of a training program, and maintains supply of training resources and library of training materials. Conducts training classes, either in the classroom, at the drill field, or at the fire station in the following areas: basic fire fighting, fire attack, forcible entry, ventilation, fire streams, nozzle and hose handling, pump operations, hydraulics, extinguishers, rescue, salvage and overhaul, use of protective breathing apparatus, tools, equipment, and fire apparatus, driving fire equipment, or any other related subjects assigned or required. Supervises and conducts training in fire service areas of first aid, CPR, EMS, containment and control of hazardous material, communications, pre-fire planning, fire prevention, investigation, inspection, and supervision or in laws applicable to fire service operations. Coordinates and schedules department or outside training for all department employees as directed. Prepares lesson plans, training material, and written tests for training classes. Administers and grades tests. Develops job stimulation exercises to rate skills acquired during training. Assists with evaluating the effectiveness of training to determine the need for additional training, or to recommend changes in the training program.

Develops and supervises the coordination of a safety program for the department by assuring that such program is properly supplied with training sources and implementing safety activities with supervisors of departmental divisions throughout the fire department. Participates in the evaluation of a safety program, devises evaluation methods, and makes recommendations for improvements. Demonstrates safety equipment and practices. Observes department personnel to determine use of prescribed safety equipment. Develops and recommends accident and loss control systems and programs in order to reduce or eliminate occupational injuries or financial losses. Investigates all accidents involving department equipment or personnel to determine cause and make recommendations on procedures to avoid future accidents. Participates in activities of related professional organizations to update knowledge of safety program developments.

Recommends management policies, goals, and objectives for the training and safety division for consideration by a superior officer. Conducts inspections, observes operations, and assists superior officers in evaluating the effectiveness of the various divisions in the department. Takes appropriate action to correct or improve problem areas in the department as directed. Participates in the research and planning for programs and activities of the division. Keeps informed on modern fire fighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards. Responds to fires to make notes or take photographs for use in training. Participates in developing a personnel recruitment and selection program. Makes arrangements for agility and drug testing for newly hired employees. Provides informal or "on-the-job" training for new employees.

Personally completes all forms and records for the training and safety division as required. Read graphs, charts, and manuals, and compiles and organizes data needed for reports. Prepares accident and injury reports for review by administrative personnel. Coordinates with accounting in regard to the first report of an injury to workman's compensation. Files records and reports as required. Writes letters or reports concerning the operation of the division. Assists with written requests for grants or other special funds to aid in the operation of the fire service. Assists with written specifications for new fire department equipment.

Performs public relations functions by informing the public about the work of the fire department through answering telephone inquiries, delivering talks or demonstrations, distributing literature, or by participating in public education programs with other fire department divisions. Participates in conferences, conventions, and other educational meetings. Acts as a consultant for volunteer fire departments by providing technical expertise, assistance and cooperation in training and safety.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least seven (7) years full-time fire suppression experience with a paid fire department.

OR

Must have at least three (3) years full-time experience in fire service training.

Prior to the closing date for the application to the board, must have obtained certification as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Officer I, and Fire Officer II, according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT)

Basic or higher while working in the class of Fire Training and Safety Officer.

Prior to confirmation in the class of Fire Training and Safety Officer, must have obtained certifications, as Fire Instructor II, Fire Officer III, Fire Department Safety Officer, Apparatus Driver/Operator - Aerial, Apparatus Driver/Operator - Pumper, Fire Inspector I, Fire Inspector II, Fire Investigator, Hazardous Materials - Awareness, and Hazardous Materials - Operations, according to National Fire Protection Association (NFPA) Standards.

Prior to confirmation in the class of Fire Training and Safety Officer, must have obtained certifications as CPR Instructor and EMT Instructor.

Must maintain current CPR Instructor certification and current EMT Instructor certification while working in the class of Fire Training and Safety Officer.

Effective January 1, 2010, must have an associate degree in fire science or a related fire management curriculum.